

Draft

North Dakota

Judicial Branch

Information Technology Plan



February 2002

Version 3.0

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Judicial Branch Description and Technology Overview

The North Dakota Judicial System is a co-equal branch, which consists of the Supreme Court, District Courts, and Municipal Courts. Together, these courts form a judicial team that has responsibility for providing an equal and fair system of justice to the citizens of North Dakota.

The mission of the North Dakota Judicial Branch is:

To resolve disputes with justice and efficiency.

In 1976, a new judicial article to the North Dakota constitution began a transformation of the state courts from a partially decentralized structure to the unified, three-level organization that exists today.

The Judicial Branch consists of the Supreme Court and District Courts and employs over 330 people in 7 judicial districts supporting judicial services in all 53 counties and approximately 80 Municipal Courts.

The Supreme Court is the appellate court of last resort; the District Courts are the general jurisdiction trial courts, the juvenile courts, and the first-level appellate courts in some instances; and the Municipal Courts hear local ordinance violations.

The Supreme Court:

The Supreme Court is the highest court in the State of North Dakota. The Supreme Court has original jurisdiction in some cases and provides a court of appellate jurisdiction for the public. The Supreme Court also has administrative supervision over all courts of North Dakota, including all justices and judges and has constitutional authority to adopt rules of procedure for the judicial system.

Ultimate responsibility for the efficient operation of the judicial system resides with the Supreme Court. The Constitution establishes the Supreme Court's administrative responsibility for the judicial system by designating the Chief Justice as the administrative head of the judicial system. To help it fulfill the administrative and supervisory responsibilities, the Supreme Court relies upon the state court administrator, presiding judges, and various advisory committees, commissions, and boards. The state court administrator, appointed by the chief justice, is tasked with the responsibility of assisting the Supreme Court in preparing judicial budgets, providing for judicial education services, coordinating technical assistance to all levels of courts, planning for state-wide judicial needs, and administering a personnel system.

The District Court:

The District Courts are courts of general jurisdiction in North Dakota. They have original and general jurisdiction in all cases, including criminal, felony and misdemeanor cases, general jurisdiction for civil cases, and has appellate jurisdiction provided by law in some instances.

The District Courts also serve as the juvenile courts in the state and have exclusive and original jurisdiction over any minor who is alleged to be unruly, delinquent, or deprived.

The state is divided into seven judicial districts. In each judicial district a presiding judge supervises court services of all courts in the district. There are District Court services in each of the state's fifty-three counties. All of the judicial districts have court administrative personnel who work with governmental agencies, budgets, facilities, records management, personnel, and contract administration. The Clerk of District Court carries out the record keeping functions for the District and Juvenile Court. The Council of Presiding Judges provides the overall administrative supervision for the District Courts. The Council is made up of the seven presiding judges and is chaired by the Chief Justice of the Supreme Court. Two Assistant State Court Administrators for Trial Courts provide council support. They are responsible for carrying out the policies and directives of the council with an overall objective of assuring administrative consistency throughout the state.

The Judicial Conduct Commission & Disciplinary Board:

The Judicial Conduct Commission has the responsibility, power, and duty to investigate complaints against any judges of the State of North Dakota and to conduct hearings concerning the discipline, removal, or retirement of any such judge. The Disciplinary Board of the Supreme Court serves the same function in receiving and investigating complaints against attorneys of this state. The professional discipline of judges and attorneys is intended to protect the public from incompetent and unfit individuals.

Judicial Branch Size and Locations

Judicial services are provided within each of North Dakota's 53 counties, at county courthouses and municipal courthouses. These services are provided with the support and cooperation of 336 state employees, many county employees and municipal court employees.

The 1999 legislature passed legislation that provides alternatives to counties for state funding of all judicial services. The decisions regarding which options to choose are to be made by each individual county. For the 01-03 biennium personnel in the clerks of court offices in 11 counties have become state employees; 38 counties have chosen to contract with the State Court Administrators Office for funding of clerk services; 4 counties have chosen to fund clerk of court operations.

The counties contracted for services and the counties funding clerk services may review their original decision every 2 years. Those meeting or exceeding minimum personnel requirements may choose to have their clerks of court become state employees, re-negotiate their funding contract or may have the county fund clerk of court operations.

Impact of Technology within the Judicial Branch

There are several information systems currently supporting court operations in the Judicial Branch.

UCIS - Unified Court Information System - a case management software system used to automate case processing for the District Courts. UCIS is operating in 34 counties and 4 municipalities with more than 400 users statewide. Plans are to expand to 40 counties by December 31, 2002. UCIS runs on a Judicial Branch IBM AS400 mid-range computer.

SCDS - Supreme Court Docket System - the current software program was developed under contract for the Supreme Court to automate case processing for the Supreme Court. SCDS uses a MS SQL database on a Judicial Branch Windows server.

JCMS - Juvenile Case Management System - a case management software system purchased by the State Court Administrators Office to automate and track proceedings for the Juvenile Courts. JCMS is installed in all juvenile courts statewide. JCMS uses an Oracle database on a Judicial Branch Windows server.

Jury Management System - a software program developed by the State Court Administrator's Office to automate jury services in the District Courts. This system operates either on stand-alone desktop computers or on a computer network (client/server), and is currently used in 33 counties.

Disciplinary Board System – A software system developed for the Supreme Court that is used to assist with tracking of disciplinary measures against attorneys. This system uses a MS SQL server database on a Judicial Branch Windows server.

Demands for Change of Judge System – A software system developed for the Supreme Court that is used to assist with tracking of demands to remove judges from specific cases. This system uses a MS SQL server database on a Judicial Branch Windows server.

State Court Data Warehouse - A web-based inquiry system for providing access to selected UCIS data.

Supreme Court internet web site - A generally accessible, award winning web site providing judicial information to the employees, attorneys and the public.

Email and other administrative systems – MS Windows servers are used for providing email access, data storage and other administrative functions to the State Court Administrator's Office, the Supreme Court, the District Courts and Juvenile Courts. These systems support functions such as statistics, human resource management, payroll, and finance management.

A computer network consisting of network hubs is connected through the state's data network (Stagenet). This network provides the connectivity for automated case management systems and administrative systems throughout the Judicial Branch. It is important to note that all of the county District Court locations are currently connected to the network. This connection provides access to email, the statewide child support data system, administrative systems and to UCIS.

Judicial Branch's IT Plan's Alignment with Statewide Plan

A. The Judicial Branch is continuing to provide better judicial service to the citizens of North Dakota through:

- Systems Integration – Consolidation and integration of information systems to provide a better reporting abilities and more complete and accessible database of judicial information.
- Interactive Video Systems – Implementation of interactive video systems at courthouses will improve and increase judicial access.
- Coordination and integration with other criminal justice entities to help facilitate the timely exchange of information and electronic sharing of data.
- The Supreme Court web site continues to provide information to the Judicial Branch employees, attorneys and the public.

B. The Judicial Branch continually strives to deliver judicial services efficiently.

- The judicial systems are routinely updated to provide judicial employees access to the tools necessary to function efficiently.
- The personnel system of the Judiciary strives to attract and retain a competent and motivated work force.
- Information systems of the Judiciary are being integrated to provide greater efficiency through elimination of redundancy and work duplication, to provide easier data sharing and simplify training.
- Methods of allowing customization of printed output from standardized systems are being expanded.
- Access to case information is provided to criminal justice and corrections personnel through internet-accessible information systems and web-based access tools.
- Information systems are being enhanced to facilitate faster, easier and more responsive use of those systems.

C. The Judicial Branch seeks to manage its resources as efficiently as possible.

- The Judiciary strives to reduce support costs through use of local contractors and remote support tools.
- Standardized training for information systems is provided to enable employees to make the best use of the technology resources available. Training needs are routinely evaluated with appropriate training provided as needs are identified.
- The Judicial Branch is working towards standardization of information systems and tools to help reduce support costs.
- Computer equipment is replaced according to an established replacement cycle.
- Use of centralized computing resources is being expanded to minimize support costs.

D. The Supreme Court continues to provide technology leadership for the entire judiciary.

- Working with county and municipality court personnel, the Judicial Branch provides information systems and technical assistance for several statewide judicial information systems that are used at all levels of the judicial system.
- UCIS, the windows network servers, antivirus software and email system are owned and maintained by the Judicial Branch and are used by municipal, county and state court personnel and other county personnel.
- The Supreme Court has committed itself and the Judicial Branch to working with other branches of government and organizations on integrated criminal justice information system initiatives.

Judicial Branch Goals, Objectives and Accomplishments

Entity IT Goal Number: <u>1 – Case Management Systems</u>			
Entity IT Goal: Expand the use and availability of data from judicial case management systems			
Entity IT Objective #	Entity IT Objective	Completion Timeframe	Accomplishments / Current Status
1	Increase the use of and accessibility to the Unified Court Information System by judicial districts, court employees, criminal justice personnel and others.	Ongoing	<ul style="list-style-type: none"> - UCIS is being implemented in 40 counties with the remaining to be reviewed in 2002. - Implemented Data Warehouse for web-based access - Coordinate activities with Statewide Criminal Justice Information System (CJIS) project.
2	Continue to enhance the Unified Court Information System and Juvenile Case Management System to meet the evolving needs of the Judicial Branch.	Ongoing	Numerous modifications through the advisory committees and through the integration projects.
3	Evaluate the effectiveness of existing case management systems and possible alternatives to include their long-term viability to meet the needs of the Judicial Branch and implement solutions to meet the identified needs.	03-05 05-07	
4	Evaluate and implement methods of electronic transmission and archival of documents for judicial information systems.	03-05	

Entity IT Goal Number: 2 – Management of IT Resources.			
Entity IT Goal: More efficient management of IT Resources			
Entity IT Objective #	Entity IT Objective	Completion Timeframe	Accomplishments / Current Status
1	Ensure efficient and effective management of IT purchases and inventory.	Ongoing	- Most hardware and software purchases are coordinated with the Judicial Branch's Information Technology Department
2	Evaluate and implement appropriate methods for improving the level of support for the system users and of providing support more efficiently.	Ongoing	- Implemented a Frequently Asked Questions web page.
3	Evaluate and implement appropriate technology solutions to reduce the cost of ownership for personal computers and information systems.	Ongoing	- Implemented a Citrix server environment.
4	Evaluate and implement technology advancements to increase the efficiency of Judicial employees.	Ongoing	

Entity IT Goal Number: 3 – Training			
Entity IT Goal: Provide appropriate training to the users of judicial information systems.			
Entity IT Objective #	Entity IT Objective	Completion Timeframe	Accomplishments / Current Status
1	Evaluate and implement efficient and effective methods of information system training.	Ongoing	Technology Coordinator hired to perform training.
2	Evaluate and implement appropriate training methods and classes.	Ongoing	
3	Identify IT staff training needs and provide appropriate training for them.	Ongoing	

Entity IT Goal Number: <u>4 – Infrastructure</u>			
Entity IT Goal: Update and maintain infrastructure to maximize efficiency of employees			
Entity IT Objective #	Entity IT Objective	Completion Timeframe	Accomplishments / Current Status
1	Replace IT equipment according to an established replacement schedule and as necessary.	Ongoing	
2	Maintain acceptably current versions of software applications.	Ongoing	
3	Implement methods to increase automation and information sharing within the Judiciary.	Ongoing	

Entity IT Goal Number: <u>5 - Accessibility to Judicial Services</u>			
Entity IT Goal: Make judicial services and information more accessible to law enforcement, criminal justice personnel and the public			
Entity IT Objective #	Entity IT Objective	Completion Timeframe	Accomplishments / Current Status
1	Evaluate and implement methods to improve efficiency of providing judicial services to rural areas of the state	Ongoing	- Installed ITV systems in SCJD and SEJD. - Implementing additional ITV systems.
2	Evaluate and implement appropriate methods of providing easy and timely access to judicial information systems.	Ongoing	- Increased the number of public terminals available. - Developed the State Court Data Warehouse.
3	Increase the accessibility of judicial information systems through electronic data sharing.	Ongoing	- Continue to coordinate activities within the CJIS initiatives. - Sharing divorce data electronically with the Health Department. - Improve processes of data sharing with the Department of Transportation. - Providing full text of protection orders to law enforcement via State Radio and the Bureau of Criminal Investigation. - Facilitate printing notices of hearings and other documents from the information system to State's Attorney offices

Major Activities Planned for the Judicial Branch

Activity Number	<u>1 – PC, Network and Telecommunications</u>			
Activity Name	PC, Network and Telecommunications Operations			
Activity Description				
<p>The Judicial Branch has many computers, servers, software packages and systems distributed across the state of North Dakota. The costs associated with this activity will be used for maintenance and operation of Judicial Branch hardware, software and network.</p> <p>Costs will include hardware and software purchases, maintenance agreements, support tools, salaries for support personnel, telecommunications and other costs related support and maintenance of personal computers, networks and telecommunication.</p>				
Related goal/objective:	Goal 2 – Management of IT Resources Objectives 1, 2, 3, 4 Goal 4 – Infrastructure Objectives 1, 2, 3			
Activity Type:	Maintenance/ Base Operations			
Benefit/justification if new initiative or enhancement:	N/A			
SIBR reporting level	SC; DC; CC; JCCDB			
Priority:	1			
Start date	Ongoing			
End date	Ongoing			
	01-03	03-05	05-07	Comments
Total est. activity costs	\$2,101,070	\$2,339,025	\$2,481,472	
Impact on other activities:	None			
Major Project?	No			

Activity Number	<u>2 – Information Systems</u>			
Activity Name	Information Systems Operations			
<p>Activity Description</p> <p>The Judicial Branch has several statewide information systems in use across the state of North Dakota, such as: The Unified Court Information System; Juvenile Court Management System, Supreme Court Docket System, Demands for Change of Judge, the Disciplinary Board System, the State Court Data Warehouse, Supreme Court web site, Jury management and other administrative systems.</p> <p>This activity contains costs associated with the maintenance, development, training, enhancements and other activities related to the support and operations of these information systems. Costs that will be included in this activity are related to hardware and software, programming and support personnel salaries, contractor costs, maintenance agreements, related training costs and costs related to enhancements to those systems. Enhancements such as:</p> <ul style="list-style-type: none"> • Improvements for management information reporting • Automation methods related to forms processing • Name and Address cleansing within case management systems • Information systems security improvements • Business process and information systems review and redesign to better facilitate the use of case management systems within the courtrooms. 				
Related goal/objective:	Goal 2 – Management of IT Resources. Objective 2, 3, 4 Goal 3 – Training Objectives 1, 3 Goal 4 – Infrastructure Objectives 1, 2, 3 Goal 5 - Accessibility to Judicial Services Objective 2, 3			
Activity Type:	Maintenance/ Base Operations			
Benefit/justification if new initiative or enhancement:				
SIBR reporting level	SC; DC; CC			
Priority:	1			
Start date	Ongoing			
End date	Ongoing			
	01-03	03-05	05-07	Comments
Total est. activity costs	\$874,273	\$1,028,765	\$1,45,262	
Impact on other activities:	None			
Major Project?	No			

Activity Number	3 – Integration			
Activity Name	Systems Integration			
<p>Activity Description The Judicial Branch is conducting an IT project, which seeks to integrate information systems within and outside the Judiciary and to facilitate sharing of judicial case and criminal justice information.</p> <p>Preliminary project plans include enhancements necessary for integration with systems such as:</p> <ul style="list-style-type: none"> • Supreme Court Docket System; • Unified Court Information System; • Bureau of Criminal Investigation's information systems; • Criminal Justice Information System initiative; • Traffic citation systems with law enforcement and the Department of Transportation; • Expanding the use graphical and web-based interfaces for existing systems; • Expansion of the trial court information system to additional counties, personnel and entities. • Expansion of the project providing full text of protection orders to Law Enforcement. • Data sharing with the Fully Automated Child Enforcement System (FACES) as appropriate. 				
Related goal/objective:	Goal 1 – Case Management Systems Objectives 1, 2, 3, 4 Goal 3 – Training Objectives 1, 3 Goal 5 - Accessibility to Judicial Services Objectives 2, 3			
Activity Type:	Enhancement / Upgrade			
<p>Benefit/justification if new initiative or enhancement: The benefits of information sharing include:</p> <ul style="list-style-type: none"> • A higher level of efficiency and cooperation between judicial information systems and other government entities' information systems through better data sharing abilities. • Efficiency benefits through the use of graphical interfaces and centralized data repositories. • Public access to judicial information systems and data are to be improved by providing access to selected judicial information via electronic means such as the internet and publicly accessible computers. • Better information for judicial and criminal justice decisions due to accessibility to justice-related information. • Reduced workload for clerk personnel by empowering individual criminal justice personnel and others to retrieve records electronically 				
SIBR reporting level	SC; DC; CC			
Priority:	1			
Start date	December 1999			
End date	June 30, 2007			
	01-03	03-05	05-07	Comments
Total est. activity costs	\$686,287	\$273,000	\$183,750	
Impact on other activities:	Products and systems implemented within the scope of this activity will be maintained within activity numbers: 1 – PC, Network and Telecommunications and 2 – Information Systems.			
Major Project?	YES			

Activity Number	4 – ITV			
Activity Name	Interactive Television			
<p>Activity Description</p> <p>As the number of judicial positions declines, strategies need to be developed and enacted that effectively and efficiently enhance judicial services to people of North Dakota.</p> <p>This project seeks to install interactive television systems that would allow parties to appear via interactive television for proceedings that would otherwise be delayed to avoid the time and expense of travel and for the convenience of the participants. It is intended to enhance access and availability to judicial services in areas where a judge is not chambered, and to enhance public safety by transporting in-custody hearing participants less often.</p> <p>This project provides for the progressive specific testing of interactive television installations during specific types of hearings during the 1999-2001 biennium and the 2001-2003 biennium. Based on the evaluation, and successful outcome of the project, interactive television access will be expanded.</p>				
Related goal/objective:	Goal 5 - Accessibility to Judicial Services Objective 1 Goal 3 – Training Objective 1			
Activity Type:	New Initiative			
<p>Benefit/justification if new initiative or enhancement:</p> <p>Benefits to be derived from this project include:</p> <ul style="list-style-type: none"> • More efficient delivery of judicial services to counties where judges are not chambered. • Expedite and improve judicial services to rural areas of the state. • Conduct court proceedings in a timelier manner. • Reduce travel time to and from remote locations for judges, staff and others using the judicial system. • The ability to conduct proceedings involving the incarcerated inmates located in remote locations, thereby providing a higher level of security and reducing the cost of transporting incarcerated defendants. • Reduce witness travel for medical professionals participating mental health proceedings. • Reduce witness travel for expert witnesses. • The ability to conduct judicial training via teleconference between courthouses in the state, which will reduce the travel necessary for participants. 				
SIBR reporting level	DC; CC; SC			
Priority:	1			
Start date	September, 1999			
End date	June 2007			
	01-03	03-05	05-07	Comments
Total est. activity costs	\$91,287	\$128,625	\$136,438	
Impact on other activities:	Products and systems implemented within the scope of this activity will be maintained in activity number: 1 – PC, Network and Telecommunications			
Major Project?	No			

Activity Number	<u>5 – Enhanced Records Management and Storage</u>
Activity Name	Enhanced Records Management and Storage
<p>Activity Description</p> <p>This project provides for the analysis, integration and implementation of enhanced document management systems within the judicial branch.</p> <p>Electronic Document Management Systems for case documents</p> <ul style="list-style-type: none"> • Provide the capability to allow the electronic imaging of all case pleadings. • Legal documents would be scanned and filed immediately. • Provide a mechanism whereby all case documents will be stored electronically. <p>The successful implementation of an enhanced records management and storage project will provide a more effective and efficient method of archiving, storing and retrieving court related documents by Judicial Branch employees and the public.</p> <p>An enhanced records management system may be integrated and with an electronic filing system to provide a complete electronic document management system.</p> <p>The evaluation would include:</p> <ul style="list-style-type: none"> • The appropriateness and complexity involved in the utilization of an optical imaging system for record storage and retrieval purposes of the courts. This would include an evaluation of existing applications and the future costs associated with the maintenance of the applications. • The appropriateness and level of integration with electronic filing alternatives. • Analyze existing and potential hardware and software systems and their ability to service the needs of the courts in the future for document imaging. • Analyze existing communication infrastructure and recommendations regarding its ability to meet expectations related to sharing information stored on an imaging system. • A cost/benefit analysis associated with options evaluated during the course of the project. • A process review of the information flow from the clerk's receipt of initial documents, through the courts, and to ultimate disposition of the case. • Enhance security, as confidential documents would be stored in a separate file not accessible on the public access computer. • Allow clerks to handle an increasing workload without any additional full-time equivalent personnel being added. 	
Related goal/objective:	Goal 1 – Case Management Systems Objective 3 Goal 4 – Infrastructure Objectives 2, 3 Goal 5 - Accessibility to Judicial Services Objective 2, 3
Activity Type:	Enhancement / Upgrade

Benefit/justification if new initiative or enhancement:

The benefits of this project include:

- Providing the capability for clerks of court to file and store case documents electronically.
- Counter and telephone questions regarding case pleadings can be answered much more quickly without accessing paper files.
- Documents would be instantly accessible from the bench, judge's office, or clerk's office.
- Security is maintained on a centralized document storage system.
- Case pleadings would be available from remote sites via the internet.
- Actual location of the hard copy case file becomes less relevant because the documents are stored electronically and accessible via computer.
- As storage of hard copies becomes less relevant, their storage could also be less expensive by storing them in a remote site.
- Allow for ease of faxing documents to support correctional agencies.
- Clerk personnel could prepare cases on appeal from their desks, rather than having to retrieve actual paper copies.
- Use of imaging would allow clerks to handle an increasing workload without additional full time equivalent personnel being added.

SIBR reporting level	SC; DC			
Priority:	3			
Start date	N/A			
End date	N/A			
	01-03	03-05	05-07	Comments
Total est. activity costs	\$236,880	\$245,000	\$20,000	
Impact on other activities:	Products and systems implemented within the scope of this activity will be maintained within activity numbers: 1 – PC, Network and Telecommunications and 2 – Information Systems			
Major Project?	No			

Activity Number	6
Activity Name	<u>6 - Electronic Filing</u>
<p>Activity Description</p> <p>As the world embraces the internet and as businesses continue to move their services online, we need to consider methods to allow electronic filing for the North Dakota Judiciary. This would be a substantial change in the way the Judiciary and legal profession have traditionally conducted business.</p> <p>This project provides for an analysis, integration and implementation of electronic filing within Judicial Branch case management systems and court docket systems.</p> <p>This project seeks to:</p> <ul style="list-style-type: none"> ▪ Provide the capability for attorneys and private citizens to electronically file documents with the Judicial Branch. ▪ Interface electronic filing of documents with the case management systems, court docket systems and imaging systems. <p>The analysis would include:</p> <ul style="list-style-type: none"> • The appropriateness and complexity involved in establishing an electronic filing system from a process improvement and systems point of view. This will include an evaluation of existing applications and the future costs associated with the maintenance of the applications. • Analysis of existing and future hardware and software systems and their ability to service the needs of the courts in the future for electronic filing. • Analysis of the existing communication infrastructure its ability to meet expectations related to electronic filings in both the trial and appellate courts. • A cost/benefit analysis associated with options evaluated during the course of the project. • A process study of existing filing practices of the clerk's offices and an evaluation of existing case management applications including their ability to accept electronic and manually input information. <p>An electronic filing system may be integrated and with an imaging system to provide a complete electronic document management system.</p>	
Related goal/objective:	Goal 1 – Case Management Systems Objective 3 Goal 4 – Infrastructure2, Objective 3 Goal 5 - Accessibility to Judicial Services Objective 2
Activity Type:	Enhancement / Upgrade

Benefit/justification if new initiative or enhancement:

The benefits of this project include:

- Improving customer service and public access to judicial services by allowing filing of documents electronically from any location.
- Providing a centralized system and repository would enhance security.
- Improvements in the accuracy of data by eliminating data entry errors and filing errors.
- Use of electronic filing would allow clerks to handle an increasing workload without additional full time equivalent personnel being added.
- The business process review will result in a better understanding and documented court procedures and potentially a more streamlined business process.

SIBR reporting level	SC; DC; CC			
Priority:	4			
Start date	Unknown			
End date	Unknown			
	01-03	03-05	05-07	Comments
Total est. activity costs	0	\$200,000	\$245,000	
Impact on other activities:	Products and systems implemented within the scope of this activity will be maintained within activity numbers: 1 – PC, Network and Telecommunications and 2 – Information Systems			
Major Project?	No			

Activity Number	7			
Activity Name	<u>7 - Case Management Systems Review</u>			
<p>Activity Description</p> <p>As current information systems age and internet-based systems become more robust, it becomes clear that the older, legacy systems that have served us well for over 10 years may become antiquated and do not include many of the innovations web-based systems contain. Renovations or replacements of those legacy systems will need to be reviewed.</p> <p>This project provides for an analysis of the long-term viability of the judicial case management systems to fulfill the needs of the Judicial Branch and the people of North Dakota.</p> <p>The analysis will include a review of the information systems to determine if they need to be replaced. If replacement is deemed necessary, the analysis will recommend alternatives for replacement systems</p>				
Related goal/objective:	Goal 1 – Case Management Systems Objective 3 Goal 4 – Infrastructure Objectives 2, 3 Goal 5 - Accessibility to Judicial Services Objective 2			
Activity Type:	Enhancement / Upgrade			
<p>Benefit/justification if new initiative or enhancement:</p> <p>Even with enhancements to current information systems, they may become obsolete. The replacement or upgrade to the current case management system will need to provide benefit such as:</p> <ul style="list-style-type: none"> • Web browser based interfaces for ease of access via the internet by the citizens of North Dakota. • Graphical interfaces to maintain consistency with other information systems and provide an easy-to-use interface for the user. • The ability to integrate with electronic filing and imaging systems. • Interfaces with other law enforcement and judicial information systems. • A consistent, reliable and standardized database for access via off-the-shelf query tools. 				
SIBR reporting level	DC; CC			
Priority:	2			
Start date	July, 2001			
End date	June, 2005			
	01-03	03-05	05-07	Comments
Total est. activity costs	0	\$245,000		
Impact on other activities:	Products and systems implemented within the scope of this activity will be maintained within activity numbers: 1 – PC, Network and Telecommunications and 2 – Information Systems. If major restructuring or replacement of any given system is determined, a separate project for those activities may be considered.			
Major Project?	No			

Activity Number	8			
Activity Name	8 – Digital Audio Recording			
Activity Description Digital audio recording is technology of recording and storing judicial proceedings on a computer disk to allow easy access to testimony and allowing integration of judges' notes with specific portions of testimony for ready retrieval. This technology, in a network environment, can replace conventional tape audio recording systems and can allow the record to be shared via web interfaces.				
Related goal/objective:	Goal 2 – Management of IT Resources. Objective 4 Goal 4 – Infrastructure Objective 3			
Activity Type:	Enhancement / Upgrade			
Benefit/justification if new initiative or enhancement: The benefits include: <ul style="list-style-type: none"> • Digital audio recordings will enhance the efficiency of taking the record. • Instantaneous playback of testimony or portions of proceedings. • Attachment of queries, motions and bench marking of portions of the proceedings by the judge for later use in research and findings. • Simultaneous access of the recording by recorder, judge, or authorized individuals, allowing the judge to conduct research from chambers and recorders to prepare the transcripts. • Sharing of the record by authorized parties. 				
SIBR reporting level	DC; CC			
Priority:	3			
Start date	July, 2001			
End date	June, 2005			
	01-03	03-05	05-07	Comments
Total est. activity costs	\$13,920	\$133,900	0	
Impact on other activities:	Products and systems implemented within the scope of this activity will be maintained within activity number: 1 – PC, Network and Telecommunications			
Major Project?	No			

Activity Number	9			
Activity Name	<u>9 – Business Continuity</u>			
<p>Activity Description</p> <p>In today's world, threats to the security of our information systems can come from many different areas, including computer viruses; worms; hackers, terrorism or the weather. To ensure that critical systems can be operated in the event of catastrophic failure or attack, proper plans need to be developed and implemented. This project seeks to develop and implement those plans.</p> <p>An appropriate continuity plan must consider which centralized resources would need redundancy and what level of redundancy would be appropriate for each resource. It must also consider how end users of the information systems would communicate with the resources if the existing network infrastructure were impacted by the same catastrophic event.</p> <p>Which centralized resources need redundancy and what level of redundancy would be appropriate. Which resources should "be done first" as related to implementation of redundancy.</p> <p>How to address network connectivity to redundant systems.</p>				
Related goal/objective:	Goal 1 – Case Management Systems Objectives 1 Goal 2 – Management of IT Resources. Objectives 1, 2 Goal 5 - Accessibility to Judicial Services Objective 1, 2, 3			
Activity Type:	Enhancement / Upgrade			
<p>Benefit/justification if new initiative or enhancement:</p> <p>Current information systems have become integrated into the daily operations of the Judicial Branch. Because of the increased reliance, extended outage periods for these systems are unacceptable and ways to avoid, reduce or eliminate those outage periods must be reviewed.</p>				
SIBR reporting level	SC; DC; CC; JCCDB			
Priority:	2			
Start date	July, 2003			
End date	June, 2007			
	01-03	03-05	05-07	Comments
Total est. activity costs	0	\$66,150	\$50,400	
Impact on other activities:	Products and systems implemented within the scope of this activity will be maintained within activity numbers: 1 – PC, Network and Telecommunications and 2 – Information Systems			
Major Project?	No			

IT Budget Supplemental Schedule

To be completed with the budget and submitted after July 2002

Hardware Architecture Description

The Judicial Branch has an IBM AS400 used to run its Unified Court Management Information System (UCIS) for 6 of 7 Judicial Districts and 400 + users. Hardware and software maintenance contracts are in place for the AS400 and all related components. Upgrades and replacements are budgeted according to expected needs.

The Judicial Branch has over 400 workstation computers used for judicial use. The workstations are connected to the state network (Stagenet) via local area networks in each courthouse and location. All Judicial personal computer workstations are replaced according to an established 4-year replacement cycle.

The Judicial Branch has 22 production servers in use statewide. These function as email, data, web, database and other servers as needed by the Judiciary. Many of the servers are located in county courthouses and are integrated within and used by employees within those courthouses. The servers are replaced as needed and according to a 4-year replacement schedule.

Judicial printers are in place and connected to the networks as appropriate. Replacement of printers is done as needed.

Hardware requirements are routinely reviewed to determine appropriate upgrade or replacement requirements.

The Judicial Branch has implemented over 150 thin client computing devices. These are lower-bandwidth, lower-cost of ownership devices.

The 1999 legislature passed legislation that provides alternatives to counties for state funding of all judicial services. The decisions regarding which options to choose are to be made by each individual county. Currently, clerks of court in 11 counties have become state employees; 38 counties have chosen to contract with the State Court Administrators Office for funding of clerk services; 4 counties have chosen to fund clerk of court operations.

The 38 counties contracted for services and the 4 counties funding clerk services may review their original decision. Those meeting or exceeding minimum personnel requirements may choose to have their clerks of court become state employees, re-negotiate their funding contract or may have the county fund clerk of court operations. Based on the decisions selected, hardware needs could vary considerably.

Table to be updated prior to March 15.

Hardware Assets and Replacement Schedule Table

As of: 09/31/99

Category / Type	Age	Operating Systems	Qty 99-01	Expected increase / decrease		Replacement cycle		Own or lease	Comments/ Descriptive Info.
				99-01	01-03	% replaced	Every yrs		
Workstations	<=3	Windows	228	0	0	25	1	Own	
Workstations	>3	Windows	138	0	0	25	1	Own	
Server	<=3	Windows				25	1	Own	
Server	>3	Windows	3	-3	0	25	1	Own	
Laptop	<=3	Windows	23	0	0	25	1	Own	
Laptop	>3	Windows	22	0	0	25	1	Own	
AS400 RISC	<=3	OS/400	1	0	0			Own	
Printers	<=3		22	0	0			Own	
Printers	>3		69	0	0			Own	
Other: Scanner	<=3		1	0	0			Own	
Other: Scanner	>3		1	0	0			Own	
Other: CD Tower	<=3		5	0	0			Own	
Other CD Tower	>3		1	0	0			Own	
Other: Hub	<=3		2		0			Own	
Other: Projector	<=3		2	0	0			Own	
Other: UPS	<=3		10	0	0			Own	

Telecommunications Architecture Description

The Judicial Branch has local area networks throughout the state that are maintained by the Judicial Branch, the Executive Branch Information Technology Department and county government information technology agencies. The networks use TCP/IP as the protocol and contain the Judicial Branch owned servers, and a Judicial Branch owned AS400 mini computer. Additionally, there are numerous county and municipality owned servers and mini computers connected to the local networks.

Bandwidth requirements of the judicial networks are accommodated by T1 connections to the Courthouses and other judicial locations. Near-term bandwidth consumption is expected to increase as interactive television systems are implemented. The addition of video over the network will require a substantial long-term increase in available bandwidth. New or enhanced judicial systems and integration initiatives could also increase the bandwidth requirements.

The Judicial networks, MS Windows servers, and mini computers use a “6 x 6 x 60” password policy. That is, the password must be at least 6 characters in length, it cannot be reused within the last 6 password changes and passwords are required to be changed every 60 days. Additionally, with the exception of the web server, the network, servers and mini computers are located behind the state firewall.

Tape backups are done on all servers and mini computers nightly, with a weekly tape backup stored off site.

Telephone Services Questions

Are all Judicial Branch telephone services provided by ITD? – NO.

Are any of the telephone services for resale? – NO.

Will the telephone service requirements for the Judicial Branch change over the next 4 years? – YES.

The 1999 legislature passed legislation that provides alternatives to counties for state funding of all judicial services. The decisions regarding which options to choose are to be made by each individual county. For the 01-03 biennium personnel in clerks of court offices in 11 counties have become state employees; 38 counties have chosen to contract with the State Court Administrators Office for funding of clerk services; 4 counties have chosen to fund clerk of court operations.

Telephone Services		Table to be updated prior to March 15.				Equipment Owned by State or County
County	City	Service Provider	Service Provider	State Lines		
Barnes	Valley City	ITD/Barnes County	ITD/US Link	7		State
Bottineau	Bottineau	Turtle Mountain Comm.	AT & T			County
Bowman	Bowman	Consolidated Comm.	AT & T	2		County
Burleigh	Bismarck	U S West	ITD/AT & T	32		State
Cass	Fargo	Cass County	Cass County	58		County
Cavalier	Langdon	United Tele. Mutual Aid	AT & T/ ITD			County
Dickey	Ellendale	Dickey County	Dickey County	2		State
Eddy	New Rockford	N D Telephone Company	Eddy County	2		County
Emmons	Linton	BEK Communications		2		County
Grand Forks	Grand Forks	ITD	ITD	11		County
LaMoure	LaMoure	LaMoure County	LaMoure County			County
McHenry	Towner	N/A				County
McKenzie	Watford City	McKenzie County	McKenzie /FirsTel	2		County
McLean	Washburn	McLean County	McLean County	3		County
Morton	Mandan	Morton County	Morton County	9		County
Mountrail	Stanley	Midstate Telephone Co.	ITD	4		County
Pembina	Cavalier	Polar Communications	AT & T			County
Pierce	Rugby	ND Telephone Company	AT & T			State
Ramsey	Devils Lake	ITD	ITD			State
Ransom	Lisbon	Ransom County	Ransom County			County
Richland	Wahpeton	ITD	ITD	5		State
Sargent	Forman	Sargent County	Sargent County			County
Stark	Dickinson	Stark County	ITD/Stark County	8		State
Steele	Finley	Griggs Co. Telephone	N/A	1		State
Stutsman	Jamestown	Stutsman County/ITD	ITD	8		County
Traill	Hillsboro	US West	US West	1		County
Walsh	Grafton	U S West	ITD			County
Ward	Minot	ITD	ITD	17		County
Williams	Williston	Williams County	AT & T	14		State

Note: This table includes only those counties where County employees and State Court employees are co-located and telephone systems or services are shared.

Wide Area Network and Internet Connections Questions

Are all the Judicial Branch's wide area network and internet connections supplied by ITD? – YES.

Does the Judicial Branch provide connectivity to other entities outside the state government? – NO.

Will the requirements for wide area network or internet connectivity for the Judicial Branch change substantially over the next 4 years? – YES.

Interactive television installations will increase the bandwidth needs of the Judicial Branch.

New, records management systems and integration efforts could require additional bandwidth and connections.

Local Area Network Connections Table

	Current	Planned	Identifier/ Comments
# of connections	475	475	This is an estimate. For network connections in the county courthouses, the Judicial Branch does not pay per-connection charges to ITD. Additionally, the networks in the county courthouses are generally shared between County, Judicial Branch and Executive Branch entities, which makes it difficult and impractical to arrive at an exact number of connections used by the Judicial Branch.
# of connections that also have modem connections	2	2	These are RAS dial up modems in cities that do not have access to local dial up access via ITD.

IT Architecture – Software/Applications Development

The Judicial Branch uses several different development languages to support its information systems. UCIS is developed in RPG and uses the DB2/400 Database that is native to the IBM AS400.

Supreme Court Docket System; Disciplinary Board; Demands for Change of Judge; and Bar Board systems are developed in Visual Basic and use an MS SQL Server database.

Juvenile Court Case Management System is developed in Delphi and uses an Oracle Database.

The Jury Management system is developed in and uses a Visual dBase.

The State Court Data Warehouse resides on an MS SQL Server database and is developed using various web development tools.

The judicial network uses the MS Windows network operating system. It also interfaces and connects with various county and municipal networks.

Anti virus products from McAfee are licensed and installed on all judicial servers and workstations. All email is scanned to detect viruses and numerous email attachments are blocked.

Backup software for the MS Windows servers is Veritas Backup Exec. One special-purpose server relies on Arcserve for its backup.

All development tools, databases, network operating systems and other software are upgraded regularly and are under appropriate maintenance contracts.

Significant Software / Application Development Tools Table

Completion Date: 11/15/99

Product	Significant use?	Current standard?	Migrating from Migrating to?	Comments
Database Management Systems				
Oracle	Yes	Yes		JCMS
SQL Server	Yes	Yes		Heat; Bar Board; Demands for Change of Judge; Disciplinary Board
Visual dBase	Yes			Web Site; Jury
Application Development Languages				
HTML	Yes	Yes		Web sites
Visual Basic	Yes	Yes		SCDS; Bar Board; Demands for Change; Disciplinary Board;
RPG	Yes	Yes		UCIS;
Delphi	Yes			JCMS
Application Development Tools				
Crystal Reports	Yes			Standardized reports
Query 400	Yes			Ad Hoc reports
Home Site	Yes			Web Site
MS Internet Information Server	Yes	Yes		
MS Exchange	Yes	Yes		
SQL	No	No	To	
DTM	Yes	Yes	To	
System administration, server applications or system utilities				
McAfee	Yes	Yes		Anti-Virus software
Control IT	Yes	Yes		Remote control of Servers
ArcServe	Yes	Yes		Digital Recording Project – SWJD
Veritas Backup Exec	Yes	Yes		
Network management or communications				
NetIQ	No	No		Security review

Significant Office Automation Software Table

Category	Product	Significant use?	Current standard?	Migrating from Migrating To	Comments
Office Automation	MS Office	Yes	Yes		
	Corel Office	Yes	Yes		
	MS Outlook	Yes	Yes	To	
	Client Access	Yes	Yes		Access to the AS400
End user productivity	MS Project	No	Yes		
	Print Shop	Yes	Yes		
Other	Heat	Yes	Yes		Help Desk Management

Significant Business Applications

Unified Court Information System (UCIS)

Description: UCIS is a case management software system used to automate case processing for the District Courts. UCIS will be installed in 40 counties and 4 municipalities by the end of 2002 and will service more than 400 users statewide. UCIS runs on a Judicial Branch IBM AS400 mid-range computer.

Status: Maintenance

Size: Large

DBMS: DB2/400

Language: RPG

Platform/OS: IBM AS400

Shared: Judicial Branch personnel, including municipal employees, county employees and state court employees, access and use the system.

Several states' attorneys' offices, law enforcement, department of corrections and other criminal justice personnel access the system.

Data is shared and transferred with the Department of Transportation, the State's Attorney Management System (SAMS), The Health Department, the Attorney General's Office - Bureau of Criminal Investigation, State Radio and Law Enforcement.

Public terminals are available in many courthouses and the Law Library at the Capitol for the citizens of North Dakota.

Development and Maintenance: The system was purchased from Scott County, MN in 1991 and is maintained by employees of the Judicial Branch. Selected special projects or initiatives may use contract-programming assistance.

Supreme Court Docket System (SCDS)

Description: The current software program was developed under contract for the Supreme Court to automate case processing for the Supreme Court. SCDS uses a MS SQL Server database on a Judicial Branch Windows server.

Status: Maintenance

Size: Medium

DBMS: MS SQL Server

Language: Visual Basic

Platform/OS: Windows server

Shared: Used by Supreme Court personnel. Information is extracted from SCDS and integrated into the State Court web site. Data is shared between SCDS and the Bar Board Admissions system.

Development and Maintenance: Development and maintenance of SCDS is by contractor. Judicial Branch employees maintain the Windows server.

Comments:

Juvenile Case Management System (JCMS)

Description: Juvenile Case Management System is a case management software system purchased by the State Court Administrators Office to automate and track proceedings for the Juvenile Courts. JCMS is installed in all juvenile courts statewide. JCMS uses an Oracle database on a Judicial Branch Windows server.

Status: Maintenance

Size: Medium

DBMS: Oracle

Language: Delphi

Platform/OS: Windows NT server

Shared: JCMS is used by state court employees statewide.

Development and Maintenance: JCMS was purchased from a software vendor. Maintenance contracts are in place with the vendor.

Jury Management System

Description: This is a software program developed by the State Court Administrator's Office to automate jury services in the District Courts. This system operates either on stand-alone desktop computers or on a computer network (client/server), and is in current use in 33 counties.

Status: Maintenance

Size: Medium

DBMS: Visual dBase

Language: Visual dBase

Platform/OS: Windows NT servers or stand-alone desktop

Shared: This system is used by county employees in 33 counties.

Development and Maintenance: Development and maintenance are done by the State Court Administrator's Office.

Comments: Replacement options are being considered for the current system.

Disciplinary Board System

Description: This is a software system developed for the Supreme Court that is used to assist with tracking of disciplinary measures against attorneys. This system uses a MS SQL server database on a Judicial Branch Windows server.

Status: Development

Size: Small

DBMS: MS SQL Server

Language: Visual basic

Platform/OS: Windows NT server

Shared: This system is used by Supreme Court employees.

Development and Maintenance: The system was developed by contract programmers. Maintenance will be through contract programmers also. State court employees maintain the Windows NT servers.

Demands for Change of Judge System

Description: This is a software system developed for the Supreme Court that is used to assist with tracking of demands to remove judges from specific cases. This system uses a MS SQL server database on a Judicial Branch Windows server.

Status: Development

Size: Small

DBMS: MS SQL Server

Language: Visual basic

Platform/OS: Windows server

Shared: This system is used by Supreme Court employees.

Development and Maintenance: The system was developed by contract programmers. Maintenance will be through contract programmers. State court employees maintain the Windows servers.

State Court Data Warehouse

Description: The State Court Data Warehouse is a near-real-time copy of selected information from the Unified Court Information System. The data is provided via a web interface in the form of online reports, active server pages and other inquiry tools.

Status: Development

Size: Medium

DBMS: MS SQL Server

Language: SQL; Stored Procedures, Active Server Pages, HTML, DHTML, XML, XSL

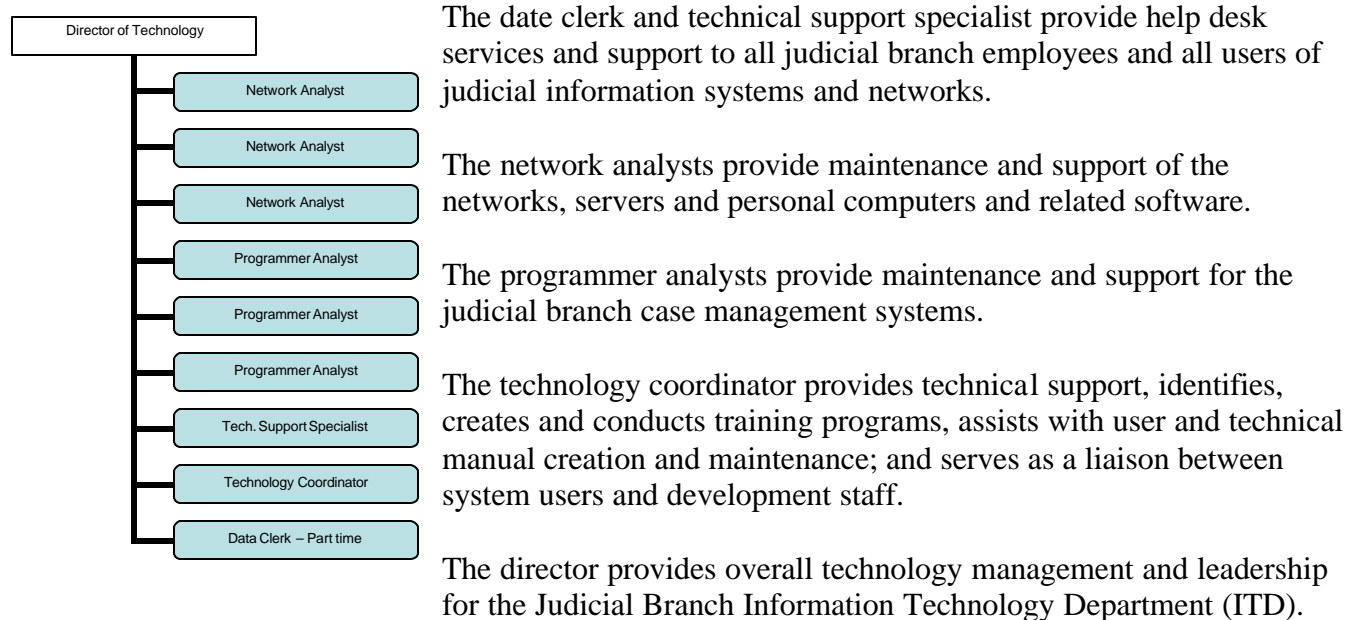
Platform/OS: Windows server

Shared: Judicial employees, criminal justice entities and others use the warehouse. It is intended to become the central focal point for data sharing with other entities.

Development and Maintenance: The State Court Administrator's Office using contractor assistance developed the warehouse. Maintenance will be by the State Court Administrator's Office and may use contractor assistance as necessary.

Staffing Plan Description

The information technology department of the Judicial Branch consists of three network analysts, three programmer analysts, one technology coordinator, one tech support specialist, one part time data clerk and one director.



The Judicial Branch has a Court Technology Committee, which provides overall guidance in technology planning, implementation, operation, enhancement, and maintenance.

Judicial Branch IT staff provides support to all judicial branch information systems users, which include state employees, county employees and municipal employees. Additionally, limited support for non-judicial branch information systems is also provided to these personnel.

Ongoing integration initiatives, new systems, state assumption of clerk of court costs and additional technology projects continue to increase the workload for existing IT staff. Many of the projects being completed, underway or planned involve integration within and between information systems and are highly technical in nature. These types of integration projects demand competent information technology staff to implement and maintain.

Additionally, the development and maintenance of several Supreme Court systems is currently done using contract programmers. Cost savings and higher levels of service could be achieved if dedicated judicial staff does the work. To accommodate the continual growth, maintenance needs and web integration of these systems, existing programming staff needs to become familiar with visual, object oriented and web-based programming languages. Addition of programming personnel already familiar with such languages would be beneficial.

Detail Plan for Staffing IT Functions Table

Function	Biennium	% Total Effort Provided By			# of internal FTE	Comments
		ITD	Vendor / contractor	Internal Staff		
Operations & network admin.	01-03	0	0	100	2	
	03-05	0	0	100	2	
PC & end-user support	01-03	0	0	100	2.5	
	03-05	0	0	100	2.5	
Technology Training	01-03	0	25	75	1	
	03-05	0	25	75	1	
Application development	01-03	0	25	100	3	
	03-05	0	0	100	3	
IT management	01-03	0	0	100	1	
	03-05	0	0	100	1	
General IT coordination	01-03	0	0	100	.25	
	03-05	0	0	100	.25	